



## Open Meeting Law Brief Overview:

- Avoid sequential correspondence in person or via email
  - **Cannot have similar conversation passing on the information; no “telephone”**
- Should not discuss anything of substance; confirming attendance at a meeting or minor administrative discussions are fine
- **Do not “reply all” to BCC emails from staff or the potential Chair**
- General rules of thumb: do not deliberate about agenda items outside of the public meeting, and if it feels like an Open Meeting Law violation, it probably is!